

## ***OEMS CONSOLIDATED GRANT APPLICATION PROGRAM (CGAP)***

### **Installation Instructions**

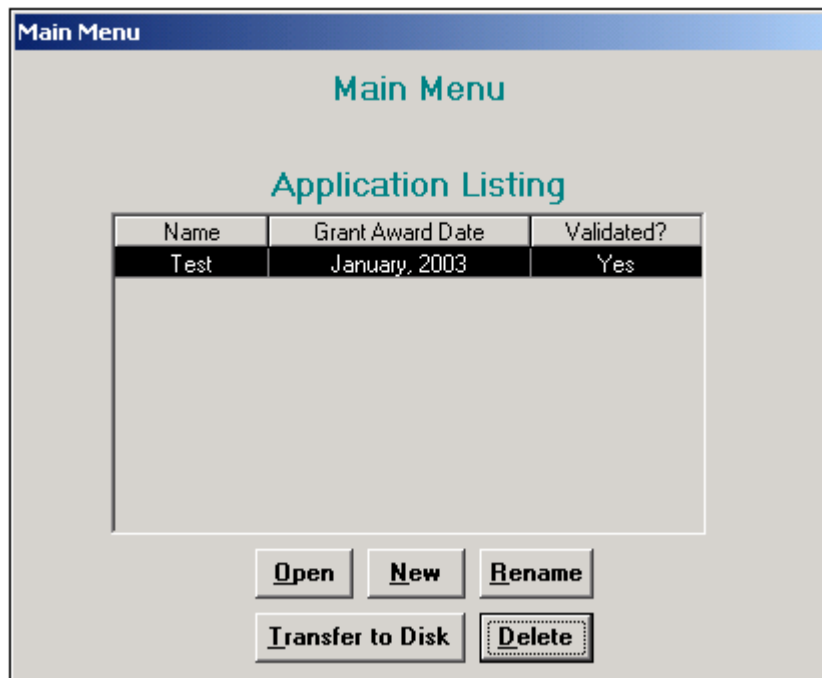
This is the seventh release of the CGAP program (Version 2.1). This program is for use on **Windows 98, 2000, and XP Systems**. A CD of the most recent version has been included.

To install CGAP, complete the following steps:

1. It is recommended that you back up your PC before installing new software.
2. Insert the CGAP CD into your CD ROM drive.
3. Click on the "Start Menu" and then on "Run".
4. Type "D:\setup.exe" at the prompt. Note: "D" in this case is the letter of the CD ROM drive.
5. The installation will then begin. It is recommended that you accept the default settings.

## Using the CGAP Program

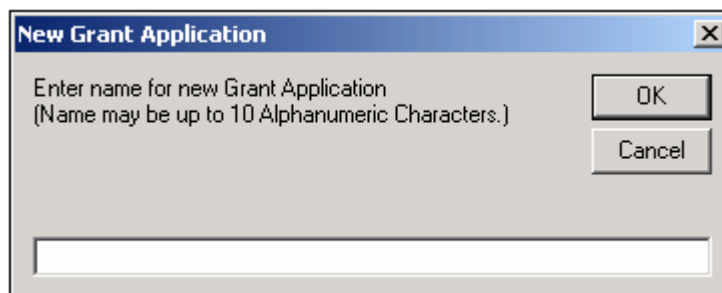
After starting the program, the **Application Listing** will appear.



Each application you have entered will display on this screen. To open an existing application, simply click on the desired application name and then click the **Open Button**, or press ALT + O. You can also double-click on the desired application name to open it.

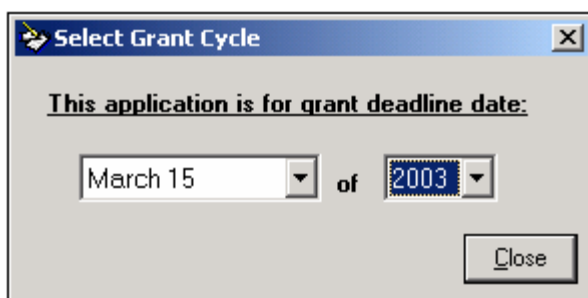
### ***Creating a New Application***

To create a new grant application click on the **New Button**, or press ALT + N. The following screen will display.



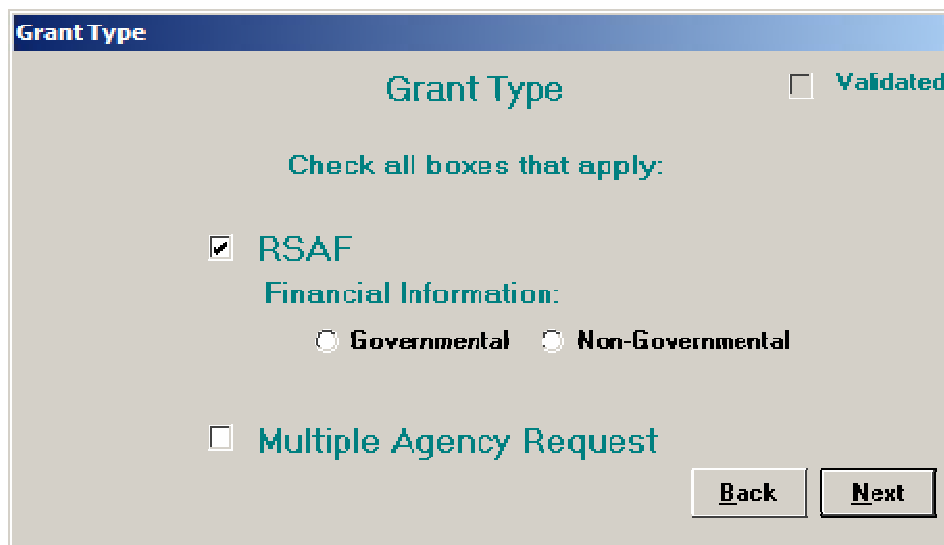
Enter a name for the grant application. You can choose any name as long as it is less than ten characters. The grant application name is for your retrieval purposes only; the Office of EMS does not use this information. Click on the **OK Button** to continue.

The next screen to display will be the “Select Grant Cycle” screen. The month and day for the current cycle deadline will automatically display. You will need to select the appropriate year. For example if it is February and you are completing a grant it would be for the March 15 deadline. When you have entered the appropriate date, click on the **Close Button**, or press ALT + C. You will return to the Application Listing screen and the application you just created will be listed.

A dialog box titled "Select Grant Cycle" with a close button (X) in the top right corner. The text inside reads "This application is for grant deadline date:". Below this, there are two dropdown menus. The first dropdown menu shows "March 15" and the second dropdown menu shows "2003". There is an "of" label between the two dropdowns. At the bottom right, there is a button labeled "Close".

### **Selecting the Grant Type**

Once you have opened an application the following screen displays. You must check if you are requesting RSAF or Multiple Agency Request. If you select RSAF you must also select if your agency is Governmental or Non-Governmental. These selections determine the information required later in the application process.

A screen titled "Grant Type" with a "Validated" checkbox in the top right corner. The text "Check all boxes that apply:" is displayed. Below this, there are two main options: "RSAF" and "Multiple Agency Request". The "RSAF" option is checked with a checkbox. Below "RSAF", there is a section titled "Financial Information:" with two radio button options: "Governmental" and "Non-Governmental". The "Multiple Agency Request" option is unchecked. At the bottom right, there are two buttons: "Back" and "Next".

## ***Entering Application Information***

A series of screens will display prompting for the following information: Organization Information, Personnel Information, Operational Activity, Agency Vehicle Information, Financial Information, and Requested Items. These screens request the same information that is on the paper application and need to be filled out completely. Once you have entered all the information on the Requested Items screen, click on the **Save Button**, or press ALT + S. You will return to the Application Listing screen.

**Note:** You can return to the Application Listing screen at any time by clicking on the File menu and then selecting "Save (Return to Main Menu)".

## ***Validating Applications***

There is a menu at the top of each screen that contains a Validate option. When you have completed entering all information, click on Validate (at the top of any screen) ... Validate Entire Application. This can also be done from the Application Listing screen.

You can validate each screen as you complete entering the information by clicking on Validate ... Current Screen. After all information is complete you still must validate the entire application as described above.

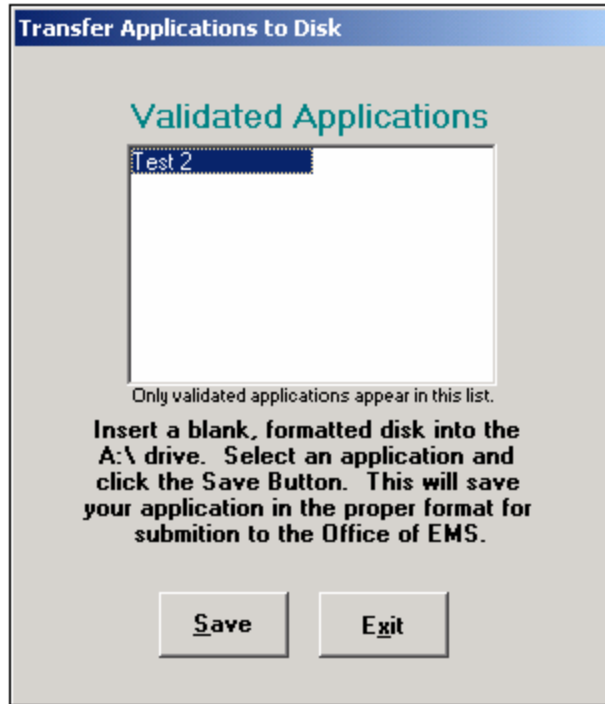
**Note:** Each application must be validated before submission to the Office of EMS.

## ***Printing Reports***

Open the Application Listing screen. On the menu at the top of the screen click on the File option. From the next menu displayed select the Print option. The CGAP software contains two reports, Application Summary and Affirmation Page. You will need to print one copy of each report for submission to the Office of EMS. The Affirmation Page must contain the original Agency Representative's signature. The OMD signature is now optional. A faxed copy is acceptable. However, it is recommended that you also mail the original due to the fact that faxed copies are sometimes hard to read.

## ***Transferring to Disk***

To submit information to the Office of EMS you must use the **Transfer to Disk Button** on the Application Listing screen. The following screen will display.



This listing will only display validated applications for the current cycle. The cycle is determined by your computer's system date setting. If your system date setting is incorrect you may not see your application.

Click on (highlight) the application you would like to submit to the Office of EMS. Insert a formatted 3½ floppy disk into your floppy drive. Click on the **Save Button**, or press ALT + S. The Microsoft Windows "Save As" screen will display. Please leave the default file name (your agency name) as displayed and click on Save. The file to be submitted to the Office of EMS is now stored on the 3½ floppy disk.

## ***Submitting Applications to the Office of EMS***

You can submit your grant application to the Office of EMS two ways.

1. You can mail your application on the disk created from the CGAP software along with one (1) copy of the application summary and one (1) copy of the affirmation page to:

Linwood P. Pulling, Grant Specialist  
Virginia Office of EMS  
109 Governor Street, Suite UB-55  
Richmond, VA 23219

2. You can upload the file (created above) through the Office of EMS Web Page located at [www.vdh.virginia.gov/oems](http://www.vdh.virginia.gov/oems). Click on the Grants Program link. From the Grants Program page click on the link that states "Upload Grant Applications." You must enter your agency name and password. If you do not know your password, contact the Office of EMS. Once logged in, follow the directions on the screen.

**Note:** Even though you submit your application electronically you must mail or fax one (1) copy of the application summary and one copy of the affirmation page with the Agency Representative's signature (OMDs signature is optional).

Our phone numbers are as follows:

(800) 523-6019 (VA only)  
(804) 864-7600 (Main Office)  
(804) 864-7612 (Linwood – Direct)  
FAX: (804) 864-7580